

**MINUTES  
SELECTMEN'S MEETING  
GRIFFIN ROOM, TOWN HALL  
MONDAY, JULY 27, 2015  
6:30 P.M.**

**SELECTMEN PRESENT:** Brown, Cebula, Hughes, LaMantia, MacAskill

**OTHERS PRESENT:** Town Administrator Christopher Clark, Chief Clarke, Anita Doucette, Ginny Hewitt, Lincoln Hooper, Sean Libby, Don Howell, Sandra Hall, and others.

**MEETING CALLED TO ORDER** at 6:30 p.m. by Chairman Peter Hughes.

Chairman Hughes reported that the Board had just come out of Executive Session relative to the First Congregational Church.

**CONSENT AGENDA**

- A. Approve Minutes –
  - 1. June 8, 2015 Regular Meeting
  - 2. June 15, 2015 Regular Meeting
  - 3. June 29, 2015 Regular Meeting
  - 4. June 29, 2015 South Harwich Meetinghouse Tour
  - 5. July 13, 2015 Executive Session
- B. Approve request by American Cancer Fund for Children Inc. to approve and sign proclamation declaring September 2015 as Childhood Cancer Awareness Month in Harwich
- C. Accept the resignation of Paul Lagg from the Harwich Cultural Council effective immediately
- D. Authorize Chair to sign MassDOT Title VI/Nondiscrimination Assurance Requirement
- E. Confirm appointment of Jennifer Clarke as Administrative Assistant in the Health and Conservation Departments as recommended
- F. Approve request for assistance from the Caleb Chase Fund as recommended
- G. Approve application for One Day Entertainment License by Harwich Conservation Trust for Wildlands Music and Art Stroll for Saturday, September 19, 2015, waive \$25 application fee, approve use of Middle School parking lot and Harbormaster's Bank Street building parking lot
- H. Approve application by American Lung Association for 31<sup>st</sup> Annual Autumn Escape Bike Trek for September 26, 2015 contingent on approval by MassDOT
- I. Approve request to participate in and support the Barnstable County Regional Emergency Planning Committee's Regional Sheltering Plan and authorize Town Administrator to sign acceptance letter
- J. Approve line item deficit transfers as recommended by Town Accountant
- K. Approve proposed accounting change for CPC Fund as recommended by Town Accountant
- L. Approve list of Election Officers as submitted by Democratic Town Committee
- M. Confirm vote to approve list of Election Officers as submitted by Republican Town Committee (item to be taken up separately)

Ms. Brown moved approval of the Consent Agenda items A through J. Ms. Cebula seconded the motion and the motion carried by a unanimous vote. Chairman Hughes noted that the Finance Committee had not taken a vote with regard to Item K as they had questions with regard to the legality of it that they wanted cleared up. He recommended waiting until we get those answers and then bring it back. Mr. Gould noted

that this item is not time sensitive. Mr. Hughes recused himself on Items L and M. Ms. Brown moved to accept Items L and M. Mr. LaMantia seconded the motion and the motion carried by a 4-0-0 vote.

**PUBLIC HEARINGS/PRESENTATIONS** (*Not earlier than 6:30 P.M.*)

**A. Presentation** – Town Counsel opinion on the following items - *John Giorgio*

1. Non-Binding Ballot Question for Middle School Building Repurpose – *discussion*

Mr. Giorgio advised the Board that they have the authority to place a non-binding question on the ballot at an annual election with a simple vote of the Board. He noted that explanatory material cannot be included on the ballot but it doesn't prevent the Board from posting something on the website or to have discussion explaining it. He said he would work with the Town Administrator to draft the question with the intent to put forward the various options in a menu option with the three different concepts. Ms. Cebula asked if it will be one or three questions and Mr. Giorgio responded that he would look into it. Ms. Brown said it would be inappropriate to put in the estimated costs. Mr. Giorgio said he would have a draft in the next couple of weeks.

2. Board of Selectmen Town Charter Appointing Authority & potential Charter change to support "Strong Chief" concept for Public Safety Departments – *discussion & possible vote*

Attorney Giorgio stated that the Strong Chief law says that the Board of Selectmen appoints the Fire Chief but the Fire Chief appoints the Fire Fighters but the complication is that when the Town enacted the Charter it was silent with respect to the Strong Chief law as well the appointment of Fire Fighters. He said that even though the Town had adopted the Strong Chief law in the 1920's, the Charter which was a later action provided a very different appointing mechanism. He explained that when your Charter doesn't match the practice you can either conform the practice to the Charter or amend the Charter to the preferred practice. He noted that amending the Charter is a lengthy process. Mr. Giorgio stated that he was asked if there is a way in the interim for the Fire Chief to appoint Fire Fighters and his answer is yes. He explained that the Town Administrator could delegate his authority under the Charter to appoint Fire Fighters to the Fire Chief. He said the Board could essentially waive their authority. He noted that he drafted a motion as that is what he understood the Board wanted and the motion accomplishes a Charter change as well. He stated that the Board needs to think about whether its appropriate to amend the Charter to have the Police Officers appointed by the Police Chief.

Sandy Hall, former Chairman of the Charter Commission, discussed what was in the mind of the commission when they created the Charter and the intent was that if the Charter is silent you go to Massachusetts General Laws or the By-Laws. Ms. Cebula stated that regardless of the intent, the wording is not clear and we need to fix it. The Board took comments from Don Howell and there was discussion about holding a joint workshop with the Board of Selectmen and By-Law Charter Review Committee in mid-September.

Mr. Giorgio recommended making things clear and stated that if the Board wants to simply acknowledge that the Fire Chief has historically appointed Fire Fighters pursuant to Strong Chief law then there is no need to make any formal delegation at this point.

Chief Clarke stated that this has never been an issue and that in his contract and that of previous Chiefs the Strong Chief law has been referenced. He noted that historically they have been very successful in in their appointments. Ms. Brown stated that if it is in the contract then no action is required. Mr. Giorgio stated

that he didn't realize it was in the contract and that Ms. Brown is correct. Ms. Cebula said they should make a motion to make it clear. Ms. Cebula moved to confirm the interpretation of the Charter that we have a Strong Fire Chief who is responsible for the hiring and firing and overall supervision and personnel administration of the Fire service personnel that are under his jurisdiction. Mr. LaMantia seconded the motion. Mr. MacAskill asked to amend the motion to include reference to Chapter 48, Section 42 so the legal description is in the motion, Ms. Cebula accepted the amendment and Mr. LaMantia agreed to the amendment. The motion carried by a 4-1-0 vote with Ms. Brown in opposition.

### 3. Sewer Fee Attached to Water Rates – discussion

Mr. Giorgio stated that he has reviewed the recommendation of the Wastewater Implementation Committee specifically with regard to financing of the water quality program and there are 3 mechanisms for financing in the recommendation which he outlined as follows:

#1 is a General Obligation Bond supported by a debt exclusion. He said he has no problem with that and it is very common.

#2 is the adoption of the Water Infrastructure Development Fund which allows the Town, through Town Meeting vote and ballot to assess a 3% surcharge on property tax. He advised that the way the statute is worded it requires both a Town Meeting vote and ballot question. He noted that there must be at least 35 days in between the two votes. He explained that if they wanted to implement that they have one of two choices: they could call a Special Town Meeting in the fall or early spring and vote the Town Meeting portion of it and as long as there are 35 days before the election you could add that to the election ballot, or they could adopt it at the 2016 Town Meeting and then it would go to the 2017 annual election. Mr. LaMantia asked if they brought it to Town Meeting in May, could they put it on the ballot for November. Mr. Giorgio said they could but the only caveat is they would have to notify the Secretary of State sometime in August as there is a deadline for the submission of local ballot questions at a state election.

#3 is placing a surcharge on the water rate which would then be used to fund wastewater infrastructure through an enterprise account. He said that this option needs to be looked at carefully because as with any fee you have to comply with the Emerson College test which includes three parts: the service being provided has to be voluntary which he thinks would pass the test as you choose to consume Town water, you have to receive a particular benefit that is not shared by the entire population, you can't use it to raise general revenue and it must be related to the purpose for which the fee is charged. He stated that water quality improvement through sewers is a benefit that everyone realizes through removal of nitrogen. He said that if the Board is serious they should add a provision to legislation that would expressly authorize the assessment of that surcharge.

#### B. **Presentation** – Implementation of Accela E-Permitting – *David Spitz*

Mr. Spitz outlined his memo dated July 23, 2015 regarding permitting software update (attached). Chairman Hughes asked that Mr. Spitz provide regular updates.

#### C. **Presentation** – Facilities Maintenance Overview – *Sean Libby, Lincoln Hooper*

Mr. Hooper and Mr. Libby outlined the memo of July 22, 2015 regarding facilities maintenance overview (attached). Chairman Hughes stated that there has been very positive feedback. The Board heard comments from Ginny Hewitt who spoke in support of centralized funding for maintenance.

#### D. **Presentation** - Community Center Catering Services – *Carolyn Carey, Barbara-Anne Foley*

Ms. Foley outlined the Community Center Catering Services as presented in the brochures. Ms. Brown questioned why there was such a huge discrepancy between the room use fee and party package fees. Ms. Carey explained that they looked at what other towns were charging as well as businesses because they knew they were charging much more. Ms. Brown stated that this is much less expensive than her business and it is \$250 at her business. Ms. Carey pointed out that the Community Center was established for non-profit groups and people can't run a business out of there. Ms. Brown questioned what would prevent someone from renting a room for \$35 and having a birthday party. Ms. Carey responded that they have to fill out a form indicating what they are using it for and staff monitors it. Ms. Brown stated that she believes the charges for the activity room should be more because she knows that people do run businesses out of there and the Town could be making more money off these fees. She asked what if someone brought in a birthday cake and Ms. Carey responded that they don't go into the meetings and that having a cake is very different than having a party. Ms. Brown asked if it says they may not have a birthday party. Chairman Hughes noted that the clean-up would have to be different. He asked Ms. Carey if people can bring in food. Ms. Carey stated that there are strict regulations from the Board of Health about that. Ms. Brown stated that the brownies had a cooking class with cold food prep when her daughter was in the room. She asked if there are rules if you are renting as a non-profit group vs renting for a birthday party. Ms. Carey said they can set up some logistics as to what can go on in the room. The Board took comments from Mr. Gunderson and Mr. Drummond.

## **OLD BUSINESS**

### **A. Town Administrator FY 16 Goals and Objectives – *discussion & possible vote***

Ms. Brown moved to accept the Town Administrator's FY 16 Goals and Objectives as written. Mr. LaMantia seconded the motion and the motion carried by a unanimous vote.

## **NEW BUSINESS**

### **A. Approve request by Pilgrim Congregational Church for refund of building permit fees expended by applicant Clean Energy Solar in the amount of \$670 for photovoltaic project at the Church**

Ms. Cebula moved to approve the request by Pilgrim Congregational Church for refund of building permit fees expended by applicant Clean Energy Solar in the amount of \$670 for photovoltaic project at the Church. Mr. LaMantia seconded the motion. Ms. Brown stated that the policy says there has to be a benefit for the Town. Chairman Hughes stated that they will not be generating as many kilowatt hours which benefits all of us and Ms. Brown disagreed. Mr. Frank Smith, Trustee and Building Coordinator from Pilgrim Congregational Church spoke on the church's usage and noted that a credit will be earned which then will be donated back to the community. Mr. Tom Wyman, Principal of Clean Energy Design said that offsetting pollution is a benefit community-wide and they will deliver clean energy into the grid when it is at the most stressed and polluting. Chairman Hughes said that would be in the best interest of the Town. Ms. Brown stated that the argument is that everyone who has solar panels is benefiting the community but only non-profits get to waive the permitting fees. Ms. Cebula stressed the need to stick with the policy which is for non-profits and does not extend to individuals or businesses. The motion carried by a 4-1-0 vote with Ms. Brown in opposition.

### **B. Wastewater Educational Moment; Harwich Drinking Water Sources (figs. 8-1, 3-10, 4-1, 4-2 ) – *discussion***

Allin Thompson outlined the maps of Harwich drinking water sources and described where our drinking water comes from.

C. MRSD/Chatham Draft Concept Funding – establish a process for negotiating agreement - *discussion & possible vote*

Mr. Clark noted that the Chatham Town Manager and School Superintendent are aware of the concept being discussed. Chairman Hughes said that Mr. Clark should see how the financials match up with the 5 year plan and share this with the Finance Committee as well. Ms. Cebula said the targeted limits discussed in #3 should be clarified. Mr. LaMantia said he has no problem sharing this with the Finance Committee in either town but they should not sign off on it. Mr. MacAskill said we can make the agreement but the school may not hold up their end of the bargain and Ms. Cebula agreed. Mr. Hughes asked that at a minimum we have this projection overlaid on 5 year plan.

### **TOWN ADMINISTRATOR'S REPORT**

A. Middle School Insurance Update

Mr. Clark stated that basically it is a lesser cost having the property on our blanket coverage so the replacement cost is actually cheaper. He noted that he didn't get a quote for vacant building as it is not really viable.

B. Landfill Solar Field Revenue Allocation of Funds to Water Department

Mr. Clark reported that according to Tony Rassias at the Department of Revenue, if the Water Enterprise fund is responsible for 30% of the electricity generated by the Town, the Enterprise Fund is entitled to 30% of the revenue the Town receives from the solar farm. He stated that he has to go through this with the Finance Director and create a formula. Ms. Cebula pointed out that the money already went to employee raises and the Town Administrator is somehow going to have to make up possibly \$90,000 this year. She said an analysis is needed on this and Mr. Clark said he should have the information within 30 days.

### **SELECTMEN'S REPORT**

Mr. MacAskill asked Mr. Clark to speak to Superintendent Carpenter about why the trees in front of the Elementary School have tape around them and it appears they are going to be cut down.

### **ADJOURNMENT**

The meeting adjourned at 9:49 p.m.

Respectfully submitted,

Ann Steidel  
Recording Secretary



# Town of Harwich

## PLANNING DEPARTMENT

**TO:** Board of Selectmen  
**FROM:** David Spitz, Town Planner  
**RE:** Permitting Software Update  
**DATE:** July 23, 2015

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- January 2011 – I proposed purchase of an update to GeoTMS. The upstairs permitting departments had been using an unsupported version of GeoTMS for years. Jim Merriam did not support this purchase due to the company’s proposed form of license contracts. Also, there was some town interest in participating in a regional permitting software effort.
- 2011-12 – I participated in a regional group that was exploring county-wide regional permit software. The effort was headed by Ed Senteio of the Yarmouth Finance Department. Chatham, Harwich and several other towns were represented.
- April 2012 – The regional group interviewed four permitting software companies – Accela (California), Energov (Georgia), Full Circle (Massachusetts) and ViewPermit (Massachusetts). Accela was the preferred choice of the large majority of the group since it had the most functionality. I preferred ViewPermit since I felt its product involved less customization and was a better fit for small towns, even within a regional effort.
- September 2012 – Assisted by a State grant, the Cape Cod Commission hired Accela to begin Phase 1 in the towns of Chatham and Yarmouth. Nantucket also participated in Phase 1. The original “go live,” target was April 2013, but actual start-up came much later. I believe that Yarmouth took longer to design its system but ultimately had an easier implementation than Chatham.
- October 2013 – The Cape Cod Commission executed a contract with Accela for Phase 2. Originally, Harwich and Provincetown were to participate. However, a second State grant application was unsuccessful, and the Commission found reduced funding elsewhere for Phase 2. Harwich proceeded and Provincetown was delayed.
- November 2013 – Harwich began work on the Accela permitting project with an initial “go live,” target of April 2014. Most employees in the Health, Building, Conservation and Planning Departments participated in varying degrees. The “consulting team,” included an Accela project manager (who we hardly ever saw and who ultimately left the project), an independent Accela partner, ZedIT from Newfoundland, and a recently hired full-time Cape Cod staff member.
- 2014 – the project proceeded at a slow pace. Allison Locke from ZedIT and David Sullivan from the Cape Cod Commission were still involved with the Phase 1 towns. A basic flaw in the concept was that towns would be able to use standard input screens and forms developed in the Phase 1 towns and elsewhere in Massachusetts. However, we ended up doing a lot of customization to fit the Harwich permitting process. The consultants were willing to spend time to do this customization since they thought the end product would benefit future projects elsewhere in Cape Cod and Massachusetts.

- February 2015 – excerpts from an evaluation that I provided to the company: *“The Accela business plan has been quite difficult. The company relies on an outside consultant and appears to provide minimal support. ZedIT has done a strong job of maneuvering between a client (us) that sometimes has expectations above the original scope of work and a company (Accela) that has a formula that can be rigid at times, despite the flexibility of its software. Early in the project, I felt that ZedIT was adhering too strongly to the company’s standard model and did not recognize the need for flexibility in providing services to a small town with limited IT capability. However, I have not had that same concern lately ...”*
- April 2015 – we began conversion of our GeoTMS database. More than any other town in Phase 1 or 2, Harwich had a large amount of permit history in our recorded database. We were concerned about data conversion to the new system; and like much of this project, it proceeded in stages with several required corrections and restarts.
- May 8, 2015 – “Go Live,” took place. We had hoped this would happen 2 months earlier before we hit the busy permit season. However, we have been able to make the transition reasonably successfully.
- May-July 2015. Current users – Health (4), Building (4), Conservation (2) and Planning (2). Most employees are now familiar with data entry, though some training is on-going. Three of our employees (1 each in Health, Building and Planning) have Administrator status with the authority to make minor system adjustments. Larger adjustments are directed to David Sullivan from the Cape Cod Commission who has a weekly all-day Tuesday appointment with us for various forms of assistance. He directs more complicated questions to the Accela company.
- Current issues and needs:
  - Most permit forms and fee calculations are being output correctly, but we are still making some adjustments
  - We are doing further development and testing of output reports for daily use
  - We still have conversion difficulties that impact our past permit searches
  - Time required – to date, the system has not been a time saver as considerably more data input is required
  - Our monthly summaries to the Assessing Department are not working correctly
  - A major concern is data security. We have found ways to use some customized reports to manipulate permit data. We have sought assistance from Accela to know how to “lock,” our data so that others may not change it.
- Next steps:
  - Improve reliability of current data entry and output forms
  - Improve current users knowledge of the system
  - Extend use to our inspectors including the Fire Department (July through September)
  - Acquire 1 or 2 Town Hall read-only licenses to allow Assessors Dept, Town Administrator and others to view all data and reports
  - Extend read-only ability to the general public (by end 2015)
  - Complete public interface allowing users to submit permits electronically (by June 2016).



# TOWN OF HARWICH

## DEPARTMENT OF PUBLIC WORKS

273 Queen Anne Road • P.O. Box 1543 • Harwich, MA 02645

Telephone (508) 430-7555

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### MEMORANDUM

**TO:** Board of Selectmen

**FROM:** Lincoln S. Hooper, Director

**DATE:** July 22, 2015

**RE:** Facilities Maintenance Overview

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At a June 15, 2015, Board of Selectmen's meeting, the subject of Town facilities was discussed and I was asked to bring our new Facilities Maintenance Manager Sean Libby to a future Board meeting. My understanding of this request was for three main purposes: To formally meet Mr. Libby, to be briefed on what he has been doing since his hire on 11/25/2013 and to hear his recommendations for improving facility maintenance in Harwich. Attached please find a bulleted list of what Sean plans on discussing during his presentation to the Board.

As many of you know, it was a Board of Selectmen's goal to establish this position beginning in 2008, which took four years to institute. Once funded, it took some time to develop an acceptable job description between the Board, the Administrator and myself and took months to recruit as we had to advertise twice and remove some minimum job requirements before we had an acceptable pool of candidates. Mr. Libby was the only qualified candidate as others had indicated that the advertised salary of \$60k was insufficient. During the recruitment process I learned that this skill set has a market value in the \$80 - \$90k range.

This fact might make you wonder how we were able to attract Sean with a salary that is 30% below market rate. Mr. Libby is a retired Master Chief (E-9 – the highest enlisted rank that he spent 12 years at) from the Navy with an excellent pension. Being retired at his age he was bored and looking for a challenge. He was also looking for the camaraderie that he enjoyed in the Navy and saw that during the interview process with us. I believe Mr. Libby has found a home in the DPW, the challenges he was missing and camaraderie that he desired. Quite frankly, the Town of Harwich hit a home run with Sean as he has exceeded every expectation I and many Department Heads had.

Attachments: Facility Maintenance Discussion Bullets

## Facilities Maintenance Discussion with BOS 27 July 2015

### History of Harwich building maintenance

*Began the end of Nov 2013 (18 months)*

- Began inventory of Town Facilities and equipment
- Researched appropriate CMMS (Computerized Maintenance Management Software)
- Cursory review of buildings through tours and service calls
- Documented items in need of immediate repair
- Worked with Department Heads for last year's Capital plan

Time has been split approximately

- 20-25% Custodial inspecting, directing and managing schedules
- 10-25% Researching and contacting vendors for materials/repair
- 10% working with Department heads on their concerns or projects
- 10% developing and working management tools
- 30-50% in the field either evaluating issues or performing repairs

My Goals

- Move from a primary breakdown maintenance program to a mix of planned and coordinated maintenance with a lesser amount of service calls.
- Utilize CMMS to visually see trends, plan preventative maintenance, plan whole building assessments, quantify requests for service and evaluate budgets
- Continue to look for energy efficiency savings working with Cape Light Compact and other resources.

### Issues

Manpower

- Currently a staff of three for 35 significant facilities totaling over 260k square feet of space. Additionally there are over 40 areas such as beach stairs, lifeguard stands, Town gardens, etc.
- Researching the internet, the benchmarks vary for recommended staffing from 6-9 technicians with various skills for this workload.
- We have received 51 service requests during the first three weeks of July.

Funding

- Currently each department manages their maintenance budgets whichever way works best for the department.
- This does not always disburse the funds in such a way that is best for the town fulfilling higher priorities first.
- Maint budgets are pretty much steady year to year and increased as a need or requirement is presented.
- Capital Outlay for facilities is easy to manage, well defined and limited
- What is not captured in these budgets are the projects or items that are not routine or those that are below Capital Plan requirements. This is where many of the major issues fall, and therefore my biggest challenge. These unplanned items below capital thresholds, which are not included in the annual budget, can't always wait for Town Meeting articles.

**TOWN Of Harwich  
FISCAL YEAR 2016 - 2022 CAPITAL IMPROVEMENT PROGRAM**

Town Priority		Project	Estimated Required Funds						Funds Required	
			FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021		FY 2022
S	1	DPW Trench Drain	\$27,682							\$27,682
S	2	Beach Stair Material Replacement	\$143,350							\$143,350
S	3	Police Station Carpet		\$16,800						\$16,800
O	4	Fire Station 1 HVAC	\$95,000							\$95,000
O	5	DPW Air Compressor	\$6,900							\$6,900
L/E	6	DPW Metal Siding/Gutters	\$95,400							\$95,400
L/E	7	DPW Highway Barn Boiler	\$26,105							\$26,105
L/E	8	Fire Station 1 Roof	\$88,512							\$88,512
L/E	9	Maint. Garage Boiler			\$22,000					\$22,000
N	10	Design Feasibility new maint/storage	\$25,000							\$25,000
L/E	11	Brooks Library Roof		\$101,000						\$101,000
L/E	12	Fire Station 2 HVAC	\$22,000							\$22,000
C	13	Fire Station 1 Carpet		\$23,300						\$23,300
L/E	14	Brooks Academy Boiler				\$22,000				\$22,000
C	15	Town Hall Ceiling Tiles	\$19,400							\$19,400
C	16	Town Hall Carpet		\$48,600						\$48,600
L/E	17	Community Center HVAC			\$90,000					\$90,000
L/E	18	Community Center Generator					\$105,000			\$105,000
C	19	Community Center Carpet				\$76,400				\$76,400
L/E	20	Transfer Station siding/gutters						\$85,000		\$85,000
N	21	Construction of new Harbor facility					\$2,500,000			\$2,500,000
N	22	DPW Building Maintenance Facility						\$225,000		\$225,000
L/E	23	Community Center Roof					\$240,000			\$240,000
N	24	Whitehouse Mower/chem Storage	\$15,000							\$15,000
N	25	Brooks Library Generator					\$110,000			\$110,000
<b>TOTAL</b>			\$569,349	\$189,700	\$112,000	\$98,400	\$2,955,000	\$225,000	\$85,000	\$4,234,449

S = Safety  
O = Operational  
L/E = Life cycle / Efficiency  
C = Cosmetic  
N = New

## Christopher Clark

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**From:** Christopher Clark  
**Sent:** Monday, July 27, 2015 2:44 PM  
**To:** 'John Giorgio'  
**Subject:** RE: Suggested Motion for Tonight

John,

Yes, I think that accomplishes what the BOS wants to do.

Chris

Christopher Clark  
Town Administrator  
Town of Harwich  
732 Main Street  
Harwich, MA 02645  
Tel. 508.430.7513  
Fax.508.432.5039  
cclark@town.harwich.ma.us

**From:** John Giorgio [mailto:JGiorgio@k-plaw.com]  
**Sent:** Monday, July 27, 2015 12:10 PM  
**To:** Christopher Clark <cclark@town.harwich.ma.us>  
**Cc:** John Giorgio <JGiorgio@k-plaw.com>  
**Subject:** Suggested Motion for Tonight

Hi Chris;

I understand that the Board of Selectmen wanted a proposed motion for this evening that would temporarily delegate the authority to appoint fire fighters to the Fire Chief and to pursue a Charter amendment. Please let me know if the following accomplishes the intent of the Board:

Moved that (1)the Board of Selectmen direct the Town Administrator to delegate his authority to appoint fire fighters pursuant to Section 4-4-2 of the Town Charter to the Fire Chief; (2) the Board of Selectmen vote to waive its disapproval powers under Section 4-4-2 of the Town Charter for any future appointments of fire fighters by the Fire Chief pursuant to this vote; and (3) to direct the Town Administrator with the assistance of Town Counsel to prepare a Charter amendment that would permanently place the authority to appoint fire fighters with the Fire Chief.

John

John W. Giorgio, Esq.  
Kopelman and Paige, P.C.  
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## Related Document - 7/27/15 BOS Meeting

- 01 Agenda.pdf
- 02 Minutes June 8, 2015.pdf
- 03 Minutes June 15, 2015.pdf
- 04 Minutes June 29, 2015.pdf
- 05 Minutes June 29, 2015 SHMH Tour.pdf
- 06 Proclamation American Cancer.pdf
- 07 Paul Lagg Resignation Letter.pdf
- 08 MassDOT Title VI.pdf
- 09 J. Clarke Appointment.pdf
- 10 HCT Wildlands Stroll.pdf
- 11 American Lung Assn..pdf
- 12 Shelter Plan.pdf
- 13 Deficit Transfers.pdf
- 14 CPC Accounting Change.pdf
- 15 Democratic Election Officers.pdf
- 16 Republican Election Officers.pdf
- 17 Non Binding Ballot Question M.S..pdf
- 18 Appointing Authority Opinion.pdf
- 19 Accela Epermitting Update.pdf
- 20 Facilities Maintenance Overview.pdf
- 21 Community Center Catering.pdf
- 22 Town Administrator Goals.pdf
- 23 Pilgrim Church fee waiver.pdf
- 24 Wastewater Moment Slides.pdf
- 25 MRSD Draft Funding.pdf
- 26 Middle School Insurance.pdf
- 27 Solar Field Revenue Allocation.pdf